

RONDOUT MUNICIPAL CENTER JOB DESCRIPTION

JOB TITLE	Custodial Worker
EMPLOYMENT STATUS	Part Time (Monday – Friday)
HOURS	29 per week
SALARY	\$13.00 per hour

JOB SUMMARY:

Perform cleaning and maintenance duties for The Rondout Municipal Center

ESSENTIAL JOB FUNCTIONS

- Vacuum carpeted areas
- Dust doors, windows, desks, chairs, tables ledges, pictures etc.
- Sweep, mop floors in hallways/bathrooms. Strip and wax floors as needed
- Empty garbage containers and remove trash from building to dumpster each day or as needed.
- Clean and wash windows, doors, mirrors, glass surfaces and bathroom toilets and sinks
- Wipe down walls and woodwork
- Monitor and maintain inventories of cleaning supplies for RMC
- Report any issues as it pertains to safety, damage to facilities to Building manager
- Maintain a safe work environment and address health and safety issues as they arise
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES

The custodial worker does not have any supervisory responsibilities

PHYSICAL ACTIVITIES AND REQUIREMENTS

Ability to stoop, kneel, reach, stand, walk, push, pull, lift, bend, grasp and perform repetitive motions.

Ability to exert up to 30 pounds of force occasionally, and/or up to 20 pounds of force frequently.

ENVIROMENTAL CONDITIONS

The worker is subject to both inside and outside conditions. The worker may be exposed to unpleasant tasks such as handling garbage, soiled items and strongly unpleasant odors

EMPLOYER'S DISCLAIMER

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities
- This job description in no way applies that these are the only duties to be performed by the employee holding this position. Employees will be required to follow any job related instructions to perform any other job related duties as required by the Building Manager
- This job description is intended for the internal use of the Town of Rosendale/Rondout Municipal Center.